



C A L I F O R N I A D E P A R T M E N T O F
Mental Health

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the State, the rules governing Civil Service, and the special trust placed in public servants.

TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922.

CAREER EXECUTIVE ASSIGNMENT, Level 4

EXAMINATION ANNOUNCEMENT

DEPUTY DIRECTOR, OPERATIONS

Salary Range: \$9,018 - \$9,939

Final Filing Date: Until Filled

POSITION DESCRIPTION

The Deputy Director, Operations, under administrative direction of the Director, directs the statewide operation of the five State Hospitals, and two Psychiatric Program facilities. The incumbent plans, organizes, and directs all hospital and related program activities through subordinate Hospital and Facility Executive Directors and other headquarters staff; is responsible for program and policy formulation and implementation; represents the department with the Governor's Office and the Legislature, as well as a wide range of influential public groups interested in the care of mentally ill individuals, presents and defends departmental positions and budget proposals; reviews and assists in the development of proposed legislation and regulations which support the Department of Mental Health policies affecting State Hospitals and psychiatric facilities and serves as a member of the Department's Executive Staff.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities:

KNOWLEDGE OF: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.

ABILITY TO: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; gain the confidence and support of top level administrators, and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, the Legislative and Executive Branches and county mental health organizations; analyze complex problems and recommend effective courses of action; prepare and review reports; effectively promote equal opportunity in employment and maintain a workplace free of discrimination and harassment.

The knowledge and abilities above are expected to be obtained from the following kinds of experience: broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer, in state service, other government settings or in a private organization).

DESIRABLE QUALIFICATIONS

1. Knowledge of California laws and rules pertaining to hospital administration.
2. Knowledge of Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, requirements, and processes.
3. Knowledge of the mental health model based on the concept of recovery from severe mental disorders and its application in inpatient psychiatric hospitals.
4. Knowledge of the Department of Mental Health's role in support of the California Department of Corrections and Rehabilitation (CDCR) in providing mental health services to CDCR inmates.
5. Knowledge of the Civil Rights for Institutionalized Persons Act (CRIPA) and the Department's response to any investigations.
6. Demonstrated ability to represent the Department of Mental Health during presentations, hearings, and negotiations with federal, state, and local entities, e.g. the United States Department of Justice, the California State Legislature, the courts and mental health special interest groups.
7. Demonstrated ability to lead the development of budget change proposals and manage expenditures for the State Hospital's and other related programs.
8. Demonstrated ability to participate with the Director, Chief Deputy Director and other members of the Executive Committee in Department strategic planning activities.
9. Demonstrated leadership in labor relations matters related to state hospital operations.

EXAMINATION INFORMATION

1. The examination process will consist of an evaluation of the candidate's application, resume, and Statement of Qualifications (SOQ). The SOQ must identify the applicant's experience, education, certification, and training in his/her response to the above nine (9) "Desirable Qualifications." The SOQ serves as documentation in responding to the Desirable Qualifications.
2. The SOQ must indicate your total years of experience and civil service classification (if applicable) performing each of the desirable qualifications.
3. The screening committee will independently rate each applicant's experience, education, certification, and training for the position against specific job-related criteria developed from the minimum and desirable qualifications. Therefore, it is critical that each applicant include specific information on how his/her experience, education, certification, and training meet the minimum qualifications and desirable qualifications for this exam.
4. The SOQ must follow these guidelines:
 - a) Responses must be typewritten or generated on 8 ½" x 11" paper, using no smaller than a 12-point font.
 - b) Answer each numbered item separately indicating the corresponding item number for each response.

- c) Responses are to be complete, specific, clear, and concise.
 - d) Should be no more than four (4) pages in length.
5. Based upon the screening committee's evaluation of the competitive group, interviews may be conducted with only the most qualified candidates.
 6. All candidates will be assigned a rating and will be notified in writing of their final scores. In order to be successful in this examination, candidates must attain a minimum rating of 70.00%. The results of this examination will be used to establish an employment list for the Deputy Director, Operations, with the Department of Mental Health. The list will be used to fill the Deputy Director, Operations position at the Department of Mental Health.

FILING INSTRUCTIONS

1. Submit a Standard State Application (Form 678), resume, and a separate "Statement of Qualifications."
2. Applicants who fail to submit the Statement of Qualifications will be eliminated from this examination process.
3. Resumes do not take the place of the Statement of Qualifications.
4. All application materials (Standard State Application, Resume, and SOQ) must be received by the Department of Mental Health Office by 5:00 pm on the final filing date. Application materials personally delivered, received via U.S. Postal Service, or any other delivery service after 5:00 pm on the final filing date will not be accepted.
5. All interested applicants may submit the State Application, Resume, and SOQ to:

**Department of Mental Health
Personnel Section - Attention: Shuet Tang
1600 9th Street, Room 121
Sacramento, CA 95814
(916) 654-2604**

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.